

TO: Department Head

FROM: Nyoka L. Smythe, Registrar  
Indiana Law Enforcement Academy

SUBJECT: Firearms Handgun Instructor Course No. 201128  
August 22 - 26, 2011

Only individuals who meet the following prerequisites will be enrolled: Basic graduate with a minimum of 3 years law enforcement experience or an approved ILEA waiver for extenuating circumstances; Successful completion of the Proficiency Pre-Qualification Test; and successful completion of an LETB-approved Instructor Development Course. A manual check of Academy records will be done.

Officers assigned to this course will report to the Quartermaster Section at the Indiana Law Enforcement Academy between 0730 and 0750 hours (Indianapolis time) on Monday, August 22, 2011. Class will begin promptly at 0800 hours. Academy lodging will not be provided the night prior to the opening day of the course.

Each officer should bring range clothing, including foul weather gear, the department approved duty handgun (with no exterior alterations from factory specifications), ear and eye protection. All officers should report with their duty belts. No type of shoulder holster or cross draw holsters will be allowed on the range. Lap top computers are suggested but not required.

Payment of course fees (books, deposits) are to be made at the time of reporting. We cannot accept payment prior to the reporting date. If payment (check/cash) cannot be made at the time the student reports, please send a copy of a Purchase Order or a signed Accounts Payable Voucher, a Claim Voucher if your town/city/county will require one, or a signed statement of commitment to pay, indicating what procedures should be followed when invoicing and to whom the invoice should be directed.

**PLEASE NOTE: Evening meals will not be served here at the Academy.**

The ILEA fee for this course is:

\$600.00 for each resident and \$475.00 for each commuter (Indiana residents)  
\$720.00 for each resident and \$570.00 for each commuter (out-of-state residents)

If your officer cannot attend this class he must be cancelled within five (5) working days prior to the start of the class or the department will be responsible for the payment in full.

While officers are driving to and from ILEA, they need to pay particular attention to the image they project. We have recently received more than the usual number of complaints from "neighbors" to our facilities. They are asked to drive the speed limit when in the area of ILEA, period. There are hundreds of children in and around this area. Their safety is not only in their hands, but the image of police in general is strengthened/weakened by their actions.

Participants will be issued pens, pencils and writing paper by the Academy. Additional supplies are available for purchase through our Quartermaster Section. Officers should present cash in \$1.00, \$5.00, and \$10.00 denominations.

It is imperative that each officer enrolled in this course receive the following Information Bulletin and Course of Fire.

If, for any reason, an individual is unable to report to the Academy as scheduled, please notify the Academy Registrar at (317) 837-3250.

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INDIANA LAW ENFORCEMENT ACADEMY  
Information Bulletin for In-service Students

Parking: All resident students are to park in the student parking lot located on the North Side of the main building of the Academy complex. Commuter students may park in either the North or South parking lots, but not in front (East) of the building. Leave your luggage, clothing and personal articles in your car until you have completed registration.

Registration: Enter the main building through the front door and go immediately to the Quartermaster window for registration.

Tuition: If your course or seminar is of tuition nature please bring cash, certified check, money order, claim voucher or personal check. Presentation of one of these methods of payment will be required when you register at Quartermaster.

Academy Security: An identification badge will be issued to you and it is to be visibly displayed at all times. (This information bulletin will serve as access authority for newly arriving students until an ID badge is issued.) You will also need to state your ID number to the monitor each time you eat in the cafeteria.

All buildings within the Academy complex are areas of controlled access. Entrance doors into the main building will be kept locked at all times except as follows: Main entrance doors will be open and monitored Monday through Friday 0700 - 2200 hours. Entry is to be through the main entrance only. In-service students may exit through either the North or South doors (adjacent to student parking lots) at the end of the training day.

In-service students have no curfew, however, after 2200 hours the ID badge must be shown to the Staff Duty Officer to gain entrance.

Any attempt to breach security by propping open doors, admitting someone to the Academy through a locked door, etc., may result in immediate dismissal from the Academy.

Dress Code: The Executive Director, through his staff, will refuse classroom/field exercise participation to any person whose dress or cleanliness reflects unfavorably upon that person's employing department, the Law Enforcement Training Board, or the staff of the Indiana Law Enforcement Academy.

Clothing worn must be clean, in good repair, and appropriate for the type of training being presented or received. Shorts, cut-offs, shirts without collars (T-shirts), and sandals are inappropriate during the normal classroom day and in the cafeteria. To avoid embarrassment we ask that you use good judgment in what you wear while at the Academy.

Firearms: No firearm of any type is to be taken into student living quarters. All students in residence will be issued a key to a gun locker for securing firearms. The gun lockers are located in the hallway just south of Quartermaster. Commuter and one-day seminar students are permitted to wear their firearm in classrooms, cafeteria and all common areas. Leaving weapons in vehicles is not recommended. (The maximum security Indiana Reception and Diagnostic Center for convicted felons, Boys' School, and Plainfield Correctional Facility are adjacent to this Academy.)

Dormitory Rooms: Students in residence are expected to maintain their assigned room in a clean and orderly condition. Dormitory rooms are subject to inspection at any time for purposes of safety, sanitation and rule violations. You may want to bring an alarm clock to assist you in arriving on time for classes and formations.

Smoking and Smokeless Tobacco: Smoking or chewing tobacco or dipping snuff is not permitted in any building on the Academy complex. Students may smoke in designated outdoor areas, but chewing and spitting are not permitted on Academy property.

Meals: (Tuition Courses) Meals served during the period of your course are included in the fee paid. You are asked to notify your course OIC if you are not going to eat so food will not be wasted. **PLEASE NOTE: Due to the mandatory cut backs for the ILEA, evening meals will not be served here at the Academy. There are several restaurants in the area and you will be on your own for this meal.**

Additional: No alcoholic beverages are permitted on Academy property except those which are used in approved, scheduled classes. Intoxication on Academy property is grounds for dismissal from training.

Gambling of any kind is forbidden.

Sexual harassment and lewd or lascivious conduct will not be tolerated.

Profane language in common areas, where it may be overheard by children and visitors will be deemed conduct unbecoming of an officer.

In-service students are asked to set a positive and professional example for student officers attending basic classes.

NOTE: For complete information on Academy rules and regulations, refer to the Student Handbook on your dormitory desk. If you are a commuter student, copies of the handbook are on file in the Learning Resources Center and at the Quartermaster window.

Indiana Law Enforcement Academy  
(CR700E)(Use this only to send packages by private carrier.)  
Post Office Box 313  
Plainfield, Indiana 46168-0313  
Phone 317/839-5191

ILEA/0100

## **INDIANA LAW ENFORCEMENT ACADEMY FIREARMS INSTRUCTOR COURSE**

The Firearms Instructor Course includes how to organize and conduct firearms training programs, when lethal force should and should not be used, and how to improve and maintain proficiency levels. As part of this course, the candidates will be assigned to a group, where the group will be responsible for designing and conducting a Firearms Live Fire Program.

They will be evaluated in the following areas:

- Written Course Objectives
- Written Lesson Plans
- Live Fire Course Diagrams
- Acting as a Range Safety Officer
- Acting as a Lead Instructor

Also, as part of the course each candidate will be tested and evaluated on the following skills:

- Draw Stroke
- Flashlight Techniques
- Combat/Tactical Magazine Changes
- Movement Drill
- Malfunction Clearance Drill

### **DRAW STROKE**

- Load one magazine with six (6) rounds
- On command, load and charge with (6) rounds
- On command, draw and fire two (2) rounds into a bottle target, with 100% hit in two (2) seconds from the five (5) yard line
- Scan and repeat
- First two draws are fired for practice and the third for score.

### **FLASHLIGHT TECHNIQUES**

- Load two(2) magazines with nine (9) rounds
- On command load and charge with nine (9) rounds
- Start from a low ready position with handgun and flashlight
- On command, fire three (3) rounds into a bottle target with 100% hits, using one of the six (6) listed flashlight techniques from the five (5) yard line
- Repeat two (2) more times, using a different flashlight technique each time
- Time limit for each two (2) shots is three (3) seconds
- The first magazine and three techniques are for practice. Repeat with a second magazine for score. Student may use the same three techniques with the second magazine.

### **COMBAT MAGAZINE CHANGE**

- Load three (3) magazines with two (2) rounds each. Need one (1) empty magazine
- Start with the slide locked back and an empty magazine in the pistol with a magazine with two (2) rounds secured in the magazine pouch
- On command, from the ready position, drop the empty magazine; insert a magazine with two (2) rounds, release the slide and fire two (2) rounds into a bottle target, with 100% hit from the five (5) yard line
- Time limit is four (4) seconds
- Repeat drill two (2) times for practice and one (1) for score

## **TACTICAL MAGAZINE CHANGE**

- Load two (2) magazines with one (1) round each
- On command, load and charge with a magazine with one (1) round
- On command, do a tactical magazine change from a ready position, using one of the four techniques, and fire two(2) round into the bottle target, with 100% hit from the five (5) yard line
- Both hands must be on the weapon when firing. The magazine that is removed from the weapon must be someplace on the student's person, not in the magazine pouch
- Time limit is six (6) seconds, fire twice for practice and once for score

## **SQUARE BOX MOVEMENT DRILL**

- Load three (3) magazines with twelve (12) rounds
- Movement drill will start at the left rear cone. Student will advance around the box the first time with an empty weapon. There will be three (3) bottle targets. Distance will range from three (3) to seven (7) yards.
- On command, the student will draw and charge with twelve (12) rounds
- On command, the student will advance firing one (1) on each target from each side of the box with 100% hits
- When the student reaches the start point he will scan and combat reload
- On command, the student will repeat the process. The first two are for practice and the third will be for a score.

## **TYPE ONE MALFUNCTION DRILL**

- Load three (3) magazines with two (2) rounds
- On command, load a magazine with two (2) rounds into the pistol
- **\*\*DO NOT CHARGE THE PISTOL\*\***
- On command from a ready position, pull the trigger, weapon clicks, perform your malfunction drill TAP-RACK-ROLL-ASSESS and fire two (2) rounds into the bottle target with 100% hits from the five(5) yard line
- Time limit is five (5) seconds
- Repeat the drill three (3) times. Two (2) for practice and the third for score.

## **TYPE THREE MALFUNCTION**

- Load three (3) magazines with two (2) rounds
- Each student needs three (3) dummy rounds. Set up malfunction with two (2) dummy rounds in the chamber and number three (3) dummy rounds in the magazine
- The magazine with one(1) dummy round will be loaded in the pistol with the other two (2) dummy rounds in the chamber
- On command, with the weapon in the ready position, perform the type three malfunction drill. LOCK the slide to the rear, RIP the magazine out, WORK the slide to clear the chamber, insert a new magazine with two (2) live rounds and TAP , RACK the slide to chamber a round, and FIRE two (2) rounds into the bottle target from the five (5) yard line with 100% hits
- Time limit is eight (8) seconds.